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**COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS  
SCHEDULE 4  
SPECIAL SERVICES/SPECIAL EDUCATION RECORDS**

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General Description: Records generally relating to special needs of children within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

**Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

**1. SPECIAL SERVICES STUDENT FILE**

Records may include but are not limited to:

- a. IEP and Supporting Documentation
- b. ISP (Individual Service Plan)
- c. IFSP (Individual Family Service Plan)
- d. Testing Documentation
- e. Health Record
- f. Psychological Report
- g. Student Achievement
- h. Referrals, Permissions & Notices
- i. Student Assessment Reports
- j. Evaluations and Accompanying Reports

- k. Outside Agency Information
- l. Literacy Plan
- m. Behavior Support Plan
- n. Communication Plan
- o. Health Plan
- p. Service Plan
- q. Request for Records
- r. Record of Access

Retention: Five years after all special services/special education and related services have ended PROVIDED that the school district has issued a notification of pending destruction to the parents and/or guardians.

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